

Appendix C:

Mississippi Division of Family and Children's Services Training Plan

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All frontline staff hired with DFCS must complete 270 hours of pre-service training. The 270 hour training consists of 4 weeks of classroom training and four (4) weeks of structured on the job training. These are in alternating weeks with one (1) week of OJT prior to attending the first classroom session. The four weeks of training include: Week 1 - Orientation to the Field of Child Welfare; Week 2 – Assessment; Week 3 - Case Planning; Week 4 – On-Going Work with Children and Families.

All of the pre-service training sessions and the clinical supervisory training sessions are held in the State Office in Jackson, MS. The classes are taught both in round table classroom style as well as in a computer lab for the computer training. Competency-based testing is preformed weekly and a passing score of 70 must be achieved in two (2) attempts to avoid recommendation for termination.

The on-going training program was launched in July 2013. This program offers a selection of training topics that are focused on the needs as identified by the field as well as the CQI team with collaboration from the agency administration, consultants and university partners. DFCS frontline staff are required to complete 40 hours of ongoing training annually and frontline supervisory staff are required to complete 24 hours. Staff may attend training outside of the agency as well to complete half of these hours. The remaining half must be completed within the agency.

The training program for supervisory staff begins with the required 40 hours of Clinical Supervisory Training and is followed immediately by Level 1 training. Level 1 consists of 26 weeks of mentoring as well as a dedicated curriculum that is used statewide. These mentors are hired through a contract with one of our university partners. The mentors that are hired have a history in working with Child Welfare so therefore they bring an excellent level of experience to this training. Following the completion of Level 1, the supervisors attend Level 2 which was created and delivered by agency consultants focusing on the roles of the supervisor in three modules: Module 1 – Administrative Supervisor Function; Module 2 – Educational Supervisor Function; Module 3 – Supportive Function of Supervision. Following the completion of each module small group work is done to reinforce the skills that were learned in the training. Plans are currently being made for the development of Level 3 training for supervisors.

The trainings that are being offered through DFCS are listed below.

APPROPRIATE AND QUALITY DOCUMENTATION - Participants recall writing skills and use suggested methods that will enhance case recordings, plans, assessments and reports to keep families and children from being further harmed by decisions produced from a lack of appropriate and quality documentation.

SUBSTANCE ABUSE IN THE FAMILY - This training event is an Introduction for Child Welfare Professionals on the topic of drug and alcohol issues and the connection of those issues

to child welfare. The participant will be able to describe the policies and guidelines that guide services for children and families with drug and alcohol issues and will learn the connection of services between the drug and alcohol system and the child welfare system. The participant will also recognize how drug and alcohol issues affect the case process and the permanency planning process for the child.

FAMILY TEAM MEETING & GROUP FACILITATION - The Family Team Meeting & Group Facilitation introduces participants to many of the "what's, why's and when's of a Family Team Meeting. The training is designed to help build the workers skills when facilitating a Family Team meeting. The training is developed based on the strength-based & solution-focused strategies. The training demonstrates how to use a genogram and helping families build on their strengths inventory. The knowledge gained from this training will help create a positive change in families utilizing the Family Team Meeting process.

CUSTOMER SERVICE WORKSHOP FOR SERVICE PERSONNEL - This workshop is designed to provide you with the skills and tools to enable effective communication with clients, staff, community partners as well as resource providers to help plan and enhance customer service quality for internal and external customers.

Court I - (2-Day Training) - This training is designed to give social workers and related staff an overview of the different Courts in the State of Mississippi, as well as proper Court room etiquette and presentation. This training is required training by the settlement agreement.

KEEPING IT SAFE - This training is designed to enhance our perception regarding safety in the workplace. Emphasis is placed on defining and formulating a personal safety plan. The training also focuses on what staff are to do if an event occurs.

ABC'S OF YOUR CHILD'S EDUCATION - This 2 hour training was developed to help workers understand the role of advocacy in education. There will also be a review of the education requirements as a part of the modified settlement agreement. Finally, the IEP process and IDEA Basic Rights will be reviewed.

WHERE ARE THE DADS? LOCATING AND ENGAGING ABSENT FATHERS - This is a one-day training for Child Welfare Professionals that focuses on the critical roles that fathers play in the growth and development of their children. Far too frequently, however, fathers are a missing piece in a child's life. The current focus on involving fathers in their child's life is supported by research, which points out the critical importance of a father's involvement with his children. In order for Child Welfare Professionals to seek a greater involvement of fathers in their child's life, they must know the resources available to locate the father and then be able to facilitate the father's engagement in the permanency process. This workshop will explore methods of locating absent fathers and then engaging.

THE "PUTTING THE PUZZLE PIECES TOGETHER!" LIFEBOOK TRAINING - The "Putting the Puzzle Pieces Together!" Lifebook Training is a one-day training for Child Welfare Professionals and others who work with foster and/or adopted children. It was designed and written specifically for Child Welfare Professionals and other professionals who work with foster and/or adopted children. The training focus on helping participants understand the role and importance of Lifebooks for foster and adopted children; increase their knowledge of how and when to build a Lifebook, and allow hands on practice techniques for participants to use with children of various ages to develop their own Lifebook.

CHILDHOOD/ADOLESCENT MENTAL HEALTH ISSUES AND THE CHILD WELFARE PROFESSIONAL- The "Childhood/Adolescent Mental health Issues and the Child Welfare Professional" training is a two day training for DFCS staff. During the training, participants will be made aware of child/adolescent mental health issues which may impact the families and children they serve. Perceptions and stigmas associated with mental health issues and diagnoses are explored along with how these impact the worker and client relationship. Participants will learn appropriate methods of engaging not only clients but other professionals to address the mental health needs of children/adolescents. Lastly, they will better understand their responsibility of making sure mental health needs are addressed according to policy and their role when psychotropic medications are prescribed to foster children in their care.

REUNION TRAINING (STRESS MANAGEMENT)/OLE MISS Trainers - The Reunion Training (Stress Management) is a half day training for DFCS staff who have completed Pre-Service training and one year's service on the job with DFCS. During the training, participants will discuss their fears, stresses and accomplishments during their tenure with the agency. Participants will learn time management methods to assist them in their daily routines at DFCS as well as prevention methods of burnout and secondary stress. Lastly, the participants will celebrate their past year's accomplishments and will network with their fellow trainees from their group.

MACWIS REFRESHER - This is a three day course designed to provide staff the opportunity to practice their MACWIS skills utilizing the MACWIS Training Database. Participants will work at their own pace with access to trainers to assist in the navigation of the MACWIS. It provides an opportunity for participants to gain additional one-on-one training for the CFA and FSP while completing an array of various required tasks to assist participants regarding their day to day responsibilities.

INDIVIDUALIZED CASE PLANNING - Workers will be able to help clients identify their individualized needs with matching interventions that will reduce the risk of abuse and neglect. Workers will participate in a group activity, which includes CFA, FSP and writing goals and tasks based on a training scenario.

TEACHABLE MOMENTS: KNOWING WHEN TO TEACH PARENTING SKILLS -

This training is designed to help Child Welfare workers rethink the concept of parenting skills when working with clients. The purpose is to help workers understand that we, as social workers, should be teaching these skills to clients who need them instead of relying on outside resources for this service. The training will teach workers when to recognize teachable moments and appropriate parenting skills to teach. The training will also explore cultural beliefs and child development as they relate to teaching parenting skills to clients.

DISPROPORTIONALITY & SIX STEPS TO FIND A FAMILY: A PRACTICE GUIDE TO FAMILY SEAR -

This is a one day training that is designed to provide staff the skills for identifying their own biases: resulting in staff utilization of the tools to be provided in training for evaluation of practice decisions. Staff will be provided tips on conducting a family search through engaging. Staff will learn to identify options to assist youth in finding permanency. Staff will learn steps to take toward individualize planning to address legal and emotional permanency for all youth in care.

SUBMITTING TPR PACKETS THAT WILL STAND UP IN COURT - This course will review DFCS policy regarding the TPR process and protocol for compiling and submitting a TPR Packet to State Office that will stand up in court.

PROMOTING PLACEMENT STABILITY AND PERMAENCY THROUGH WORKER/CHILD VISITS -

This is a two day course in which participants will understand the importance of having meaningful and purposeful visits with children placed in care. They will recognize how visits help keep children safe, achieve timely permanency and ensure a child's well-being, gain the knowledge and skills to plan, prepare, engage in, and conduct appropriate follow-up for meaningful and purposeful visits with children.

PERMANENCY - This is a two day course in which participants will understand the importance of having meaningful and purposeful visits with children placed in care. They will recognize how visits help keep children safe, achieve timely permanency and ensure a child's well-being, gain the knowledge and skills to plan, prepare, engage in, and conduct appropriate follow-up for meaningful and purposeful visits with children.

INTRODUCTION TO CHILD WELFARE 501: OUR MISSION AND VALUES -

Introduction to Child Welfare 501: Our Mission and Values is a four-day training for Mississippi Department of Human Services state office personnel. The training is designed to educate participants on the DFCS mission, vision, and values while giving them an understanding of the duties, successes, and struggles of DFCS staff in the field.

COURT II - ADVANCED PROFESSIONAL DEVELOPMENT COURT PROCEDURE -

Court II - (1-Day Training) - This training was developed as the result of collaboration between the Mississippi Department of Human Services, Division of Family and Children's Services (MDHS/DFCS) and the Administrative Office of the Courts (AOC). The training encompasses

the following three main areas. The first part of the training will provide a general understanding of ICPC rules and regulations in order to ensure children needing out-of-state placements receive timely services. The second part of the training provides an understanding of the importance of IV-E eligibility funding in that these funds are matched by the federal government to aid states in providing services to children. Concepts are covered related to demographic information and court order language that front-line workers are required to know in order to ensure that Mississippi's children in care are IV-E eligible. The last part of the training provides a general knowledge of the Uniform Rules of Youth Court Practice (URYCP) as these are necessary as the guiding principles for all Youth Court proceedings and are essential in determining IV-E eligibility funding.)

EXPEDITED PLACEMENT TRAINING - This training will focus on the definition of what expedited placement means through placement scenarios. This training will thoroughly review the COR packet for expedited placement, non-safety waivers, time-limited waivers, and licensure standards.

SAFETY ASSESSMENT FRAMEWORK COACHING LAB - This coaching lab discusses key concepts related to safety focusing on a framework, which addresses three key areas (1) assessing for serious harm or imminent threats of serious harm; (2) assessing for protective capacities of the caregiver; and (3) assesses the child's vulnerability. The session also discusses safety plans; what is a safety plan, what are safety interventions and how to determine a plan's effectiveness.

ABC'S OF YOUR CHILD'S EDUCATION WEBINAR - This 2 hour training was developed to help workers understand the role of advocacy in education. There will also be a review of the education requirements as a part of the modified settlement agreement. Finally, the IEP process and IDEA Basic Rights will be reviewed.

ADOPTION COMPETENCY - CHILD ASSESSMENT AND PREPARATION - Adoption Competency - Child Assessment and Preparation is designed for newly hired Adoption Specialists who have completed Pre-Service Training. This training consists of three (3) days of intensive focus on building knowledge and skills in writing thorough child assessments in order to make accurate placement decisions and develop better service plans. Also, the training will utilize a variety of tools and techniques to assist the workers as they facilitate an understanding of adoption and engage, assess and prepare children/youth for present and future life experiences.